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Mail Stop 600

January 28, 2016

Memorandum

To: All U.S. Geological Survey Employees

From: Julie V. Wozniak
Deputy Associate Director for Human Capital

Subject: Call for Nominations for 2016 Honor Awards

On behalf of Suzette Kimball, Director, the Human Resources Office is requesting nominations for the honor awards listed below. These honor awards are a prestigious recognition that can be granted by the Department for career accomplishments, exceptional support of the Department or bureau mission, and bravery. They are designed to bestow honor on an individual or group of individuals as an official recognition of achievement at all levels of the organization.

All nominations should be forwarded through the appropriate supervisory channels and must be endorsed by a member of the Executive Leadership Team (ELT). Except where noted, each nomination must include a completed Award Certification Form (DI-451) located at the following website: <https://webforms.usgs.gov/Lists/Menu/DI.aspx>

Each nomination must be a Word doc attached in the Justification Section of the DI-451. If the award is not listed, use the Other Awards box and fill in the title of the award. **The following honor awards (with the exception of the Shoemaker and the Dallas Peck awards) must be submitted by the ELT member via the DI-451 to Carole DeHerrera, Bureau Honor Awards Coordinator, by the listed deadline date. Where websites are noted below, please go to the appropriate links for nomination instructions.**

Deadline: March 1, 2016 to Carole DeHerrera
[DOI Customer Service Award](#)

- **Deadline: April 7, 2016 to Carole DeHerrera**
[USGS Environmental Achievement Award](#)

Go to the above site and on the right you will see Document Type: Form (2)
Please use these 2 forms for instructions and submission of your nomination(s).

Deadline: July 1, 2016 to Mia Drane-Maury

- [Shoemaker Communication Award](#) (for 2015 products)
Shoemaker award nominations and all associated posters, maps, etc., go directly to Aubrey McMahan at amcmahan@usgs.gov.

NOTE: USGS products must follow ALL USGS Visual Identity System guidelines to be considered for this award (non-USGS products are exempt from this requirement).

Winner Quote: "While the award is very gratifying and I was truly honored to be recognized, what really touched me and meant the most to me was that someone in my organization thought enough of me and what I have done to promote diversity to take the time to nominate me...."

Deadline: September 16, 2016 to Carole DeHerrera

- Aviation Safety Award
- Distinguished Service Award
- [Safety and Occupational Health Award of Excellence](#)
(for 2016 accomplishments)
- Citizen's Award for Bravery
- Valor Award

Deadline: November 18, 2016 to Carole DeHerrera

- [2017 Samuel J. Heyman Service to America Award \(Sammie\)](#)

Deadline: December 30, 2016 to Carole DeHerrera

- Citizen's Award for Exceptional Service
- [Dallas Peck Outstanding Scientist Emeritus Award](#) (*for Scientist Emeritus volunteers only; DI-451 not required*)
- [Diversity Award](#)
- [Excellence in Leadership and Early Career Excellence in Leadership Awards](#)
- Exemplary Act Award
- John Wesley Powell Award (*for private citizens/groups; DI-451 not required*)
- Meritorious Service Award
- Unit Award for Excellence of Service

Deadline: Inactive until further notice

- Partners in Conservation Award

NOTE: Superior Service Awards are project based and can be submitted at any time following successful completion of the project. There is no deadline for SSAs.

Please mark your calendars to allow enough time to gather the information you need in order to write strong nominations, acquire appropriate reviews and signatures, and transmittal by the deadline dates. **Special care should be taken to ensure proper formatting, grammar and spelling.**

Reminder – Please do not wait until someone is about to retire to nominate them for an Honor Award. Approval of the write up is only part of the process—certificates and medals can only be requisitioned and processed once the nomination has been signed by the appropriate

signatory (SSA/Director; MSA/Principal Deputy ASWS; DSA/Secretary). We will always do our best to accommodate, but cannot realistically ensure the award will be approved and processed in time. Thank you.

The Honor Awards Guide contains the information you will need to submit your award nominations. Please refer to this website:

<https://www.usgs.gov/humancapital/pc/documents/USGSHonorAwardsGuide.pdf>

If you have any comments or questions or need samples of awards, please contact Carole DeHerrera at 303-236-9561.